



If you intend to be represented by counsel in this matter, please advise the Commission by completing the enclosed form stating the name, address, and telephone number of such counsel, and authorizing such counsel to receive any notifications and other communications from the Commission. Please note that you have a legal obligation to preserve all documents, records, and materials relating to the subject matter of the referral until such time as you are notified that the Commission has closed its file in this matter. See 18 U.S.C. § 1519.

Any correspondence sent to the Commission, such as a response, must be addressed to one of the following (note, if submitting via email, this Office will provide an electronic receipt by email):

**Mail**

Federal Election Commission  
Office of Complaints Examination  
and Legal Administration  
Attn: Mary Beth deBeau, Paralegal  
999 E Street, NW  
Washington, DC 20436

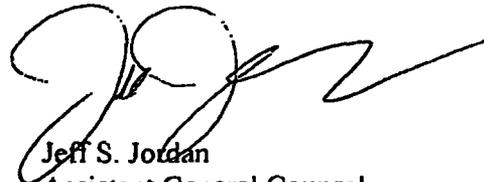
OR

**Email**

mdebeau@fec.gov

If you have any questions, please contact Mary Beth deBeau at (202) 694-1650 or toll free at 1-800-424-9530. For your information, we have enclosed a brief description of the Commission's preliminary procedures for processing potential violations discovered by the Commission.

Sincerely,



Jeff S. Jordan  
Assistant General Counsel  
Complaints Examination &  
Legal Administration

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